

HOUSING DEVELOPMENT SPECIALIST

DEFINITION

To perform moderately difficult professional level assignments in research, analysis, planning and implementation of housing development programs and housing finance assistance.

DISTINGUISHING CHARACTERISTICS

This is a journey-level class responsible for professional duties related to the maintaining and expanding the supply of affordable housing in the City. Work involves responsibility for the application of professional knowledge and skills to effect research, analysis, planning and implementation of housing development programs and housing finance assistance. Requires the frequent use of independent techniques is required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher level administrator. Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.

EXAMPLES OF DUTIES

1. Design, implement and monitor the success of housing finance programs for affordable housing
2. Assist with the issuance of tax-exempt or taxable securities for housing development.
3. Negotiate residential development agreements and regulatory agreements with developers seeking City financial assistance or other approvals.
4. Develop and maintain a system for monitoring of residential development agreements and regulatory agreements as required by federal law.
5. Coordinate efforts of bond team members including financial advisers, bond counsel, underwriters, feasibility analysts, lenders and trustees.

EXAMPLES OF DUTIES (continued)

6. Coordinate City efforts to develop affordable housing with other local, state and federal housing agencies.
7. Provide technical assistance to developers, non-profit organizations and other public and private entities relative to sources of project funding.
8. Coordinate with real estate and development community to encourage development of affordable housing.
9. Analyze legislation for impact on programs and make appropriate recommendations.

QUALIFICATIONS

Knowledge, Abilities, and Skills

- A. Knowledge of principles and methods used in structuring public security issues.
- B. Knowledge of principles and practices of governmental planning and zoning.
- C. Knowledge of principles and techniques of affordable housing development.
- D. Knowledge of federal and state housing legislation and programs.
- E. Knowledge of data gathering and assessment techniques related to housing need, market conditions, development costs, ect.
- F. Ability to use financial analysis techniques to evaluate developer proformas and alternative financing mechanisms.
- G. Ability to communicate clearly and concisely, orally and in writing.
- H. Skill in public and interpersonal relations in a group setting or in a one-to-one situation.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of recent progressively responsible professional experience in public development planning, public finance, housing development, business administration or management, including at least one year's specific experience in investment analysis and structuring and issuance of public securities;

Education:

Graduation from an accredited college with a Bachelor's Degree in Planning, Economics or Business Administration. Graduate degree in appropriate field may be substituted for one year of experience.

PROBATIONARY PERIOD: One year

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AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt